

CAC Executive Board Meeting Minutes
Thursday, November 8, 2018 CSD Conference Room – 1:00 PM

Present: Monica Grant-Frederick County Citizens Service Division, Leslie Barnes-Keating-Frederick County Citizens Service Division, Eric Corbin-Maryland State Police, Cheryl Grau-Frederick County Department of Social Services, Patrick Grossman-Frederick City Police, Leah Johnson-Friends of the CAC, Charles Jenkins-Frederick County Sheriffs Office, Athena Edsall-Frederick County Citizens Service Division and Arielle Bender-CAC

I. Welcome and Sign In

II. Approval of August's Meetings Minutes

III. Interim CAC Director's Comments

a. Highlights

- i. It was requested by Monica Grant for the Board to consider a motion to extend the timeline by 6 months for the Strategic Planning, which would typically be set to be done next month. The extension is to allow time for a new director to be appointed and for them to get acclimated to their position. Motion to extend was approved by the Board barring any issue with regulations with accreditation.
- ii. Monica Grant reported an increase in courtesy forensic interviews being handled by the CAC. There was also a significant increase in volunteer hours for the mentors involved with the Friends of the CAC. Monica gave accolades to the many professional retirees that are currently involved in mentoring and Leah Johnson let her know she will pass on the acknowledgement to the Friends of the CAC.

b. Status of MOUs

- i. Signed MOU was received from MSP
- ii. Forensic MOU is completed and approved

c. Staff Updates

- i. The CAC's new Administrative Assistant, Arielle Bender was introduced to the Board.
- ii. The resignation of the Child Advocate for the center was announced. Meaghan Tarquinio has resigned and will be starting at a new position as a Forensic Services Patient Navigator with Frederick Memorial Hospital.

iii. Interim Director Coverage

1. Leslie Barnes-Keating will be covering the direct supervision of the staff working in the CAC.
2. Kelli Goetz will be overseeing the fiscal aspect of the CAC.
3. Monica Grant will be maintaining the Partner Relationships and Multi-Disciplinary Team (MDT).

iv. Hiring Process

1. The tentative timeline for the Director position begins with job listing closing on November 16th. The interviews will be begin in December.
2. In order to better qualified applicants a decision was made by Monica Grant to extend the job posting. The position was posted nationally for 30 days and then the deadline for application was extended 30 days beyond that.
3. The Family Advocate position opening is being handled by Leslie Barnes-Keating.
4. Monica Grant made a request of the Board to have representatives from the Partners of the CAC participate in the interview panels.
5. There was also a request made by Monica Grant for submission of questions that anyone on the Board felt should be included during the interview processes for both the Director and the Family Advocate.

d. New Business

- a. There are several things being worked on that the CAC is currently partnering with different divisions and entities on.
 - i. Handle with Care is a new program that has been endorsed by the CAC, all first responders with the exception of Mt Airy Police Department. A contractor with the CAC, Pilar Olivo has been working on the project. The launch date for the program is January 2, 2019.
 - ii. A grant has been received to provide Trauma Informed Yoga at five Title I schools in the county.
- b. The interim director team is reviewing all the processes and procedures that are currently in place in the CAC to see if there needs to be adjustments.